

# VACANCY NOTICE

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>TITLE OF POSITION</b> Substance Abuse Coordinator</td><td style="width: 50%;"><b>CLASSIFICATION CODE:</b> 02828800</td></tr> <tr> <td><b>SALARY RANGE:</b> 132 A 56866-64373</td><td><b>REFERENCE POSITION</b> N137013302-00500</td></tr> <tr> <td><b>Department or Agency Name</b> Corrections</td><td><b>APPLICATION PERIOD:</b> 12-28-2009 to 01-03-2010</td></tr> <tr> <td><b>Division/Section/Unit</b> Mental Health Services</td><td style="text-align: right;">3 day grace 01-06-2010</td></tr> <tr> <td colspan="2"><b>Assignment(s) / Comments</b></td></tr> <tr> <td><b>Shift and Days:</b> Mon-Fri 8:30-4:00</td><td><b>Job Location:</b> Medium Security - Administration</td></tr> <tr> <td colspan="2"><b>Restrictions/Limitation</b></td></tr> <tr> <td colspan="2"><b>Position Covered By Collective Bargaining Union Agree</b> Yes _____ No <u>X</u></td></tr> <tr> <td colspan="2"><b>Name of Bargaining Unit</b> Uni NONE</td></tr> <tr> <td colspan="2">There is* _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions</td></tr> <tr> <td colspan="2"><b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed.</b></td></tr> </table>	<b>TITLE OF POSITION</b> Substance Abuse Coordinator	<b>CLASSIFICATION CODE:</b> 02828800	<b>SALARY RANGE:</b> 132 A 56866-64373	<b>REFERENCE POSITION</b> N137013302-00500	<b>Department or Agency Name</b> Corrections	<b>APPLICATION PERIOD:</b> 12-28-2009 to 01-03-2010	<b>Division/Section/Unit</b> Mental Health Services	3 day grace 01-06-2010	<b>Assignment(s) / Comments</b>		<b>Shift and Days:</b> Mon-Fri 8:30-4:00	<b>Job Location:</b> Medium Security - Administration	<b>Restrictions/Limitation</b>		<b>Position Covered By Collective Bargaining Union Agree</b> Yes _____ No <u>X</u>		<b>Name of Bargaining Unit</b> Uni NONE		There is* _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions		<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed.</b>	
<b>TITLE OF POSITION</b> Substance Abuse Coordinator	<b>CLASSIFICATION CODE:</b> 02828800																						
<b>SALARY RANGE:</b> 132 A 56866-64373	<b>REFERENCE POSITION</b> N137013302-00500																						
<b>Department or Agency Name</b> Corrections	<b>APPLICATION PERIOD:</b> 12-28-2009 to 01-03-2010																						
<b>Division/Section/Unit</b> Mental Health Services	3 day grace 01-06-2010																						
<b>Assignment(s) / Comments</b>																							
<b>Shift and Days:</b> Mon-Fri 8:30-4:00	<b>Job Location:</b> Medium Security - Administration																						
<b>Restrictions/Limitation</b>																							
<b>Position Covered By Collective Bargaining Union Agree</b> Yes _____ No <u>X</u>																							
<b>Name of Bargaining Unit</b> Uni NONE																							
There is* _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions																							
<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed.</b>																							
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <table style="width: 100%;"> <tr> <td>▪ The title of the position for which you are applying</td><td>▪ Name of department where you are currently employed</td></tr> <tr> <td>▪ Title of your present position and date you entered it</td><td>▪ Your business telephone number</td></tr> <tr> <td>▪ Date you entered State service</td><td>▪ Present Union Affiliations</td></tr> </table> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <p>▪ <b>Reasonable Accommodations:</b></p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>▪ <b>Medical Information:</b></p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"> <b>E-VERIFY PROGRAM EMPLOYER</b> </div>	▪ The title of the position for which you are applying	▪ Name of department where you are currently employed	▪ Title of your present position and date you entered it	▪ Your business telephone number	▪ Date you entered State service	▪ Present Union Affiliations																
▪ The title of the position for which you are applying	▪ Name of department where you are currently employed																						
▪ Title of your present position and date you entered it	▪ Your business telephone number																						
▪ Date you entered State service	▪ Present Union Affiliations																						
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>As part of overall healthcare services: Coordinate and oversee all substance abuse treatment within RIDOC facilities; facilitate, with other appropriate RIDOC personnel, substance abuse treatment placements post-release either at the end of sentences or upon parole; act as liaison with the Courts and community substance abuse treatment providers for alternatives to incarceration.</p>																						
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> Such as may have been gained through: possession of a Master's Degree with a specialization in Social Behavior Sciences or Counseling; and <b>Experience:</b> Such as may have been gained through: considerable employment in a management/supervisory position in a substance abuse treatment setting; <b>Or</b>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>																						
<b>Where to Apply</b>	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Janet L. Colvin</td><td style="width: 50%;">Telephone #: (401) 462-0380</td></tr> <tr> <td>Office of Human Resources</td><td>Fax #: (401) 462-2685</td></tr> <tr> <td>39 Howard Ave.</td><td>TTY/TDD #: 7-1-1</td></tr> <tr> <td>Cranston, R.I. 02920</td><td>(Telecommunication Device for the Deaf)</td></tr> </table> <div style="text-align: right;">  </div>	Janet L. Colvin	Telephone #: (401) 462-0380	Office of Human Resources	Fax #: (401) 462-2685	39 Howard Ave.	TTY/TDD #: 7-1-1	Cranston, R.I. 02920	(Telecommunication Device for the Deaf)														
Janet L. Colvin	Telephone #: (401) 462-0380																						
Office of Human Resources	Fax #: (401) 462-2685																						
39 Howard Ave.	TTY/TDD #: 7-1-1																						
Cranston, R.I. 02920	(Telecommunication Device for the Deaf)																						

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY PROGRAM EMPLOYER  
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY**

ed to this position.